

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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February 24, 2004

**FROM:** CAROL L. ANSELM, Assistant County Administrator  
Human Services System

**SUBJECT:** AMENDMENT TO EMPLOYMENT CONTRACT WITH LAURA MARIE VOGT FOR  
CHILDREN'S FUND

**RECOMMENDATION:** Approve Amendment No. 1 to employment contract with Laura Marie Vogt, Accounting/Financial Reporting Coordinator for Children's Fund, correcting the hourly rate of compensation from \$14.67 per hour plus benefits to \$15.02 per hour plus benefits, effective February 7, 2004.

**BACKGROUND INFORMATION:** The Department of Children's Services (DCS) developed a long-range plan to identify the needs of children at risk of abuse, poverty, abandonment, neglect, or circumstance in San Bernardino County who are not currently being provided for by governmental agencies. The goal of the plan is to ensure that these children's needs are met on an ongoing basis. In order to meet this goal, the County of San Bernardino entered into a public/private partnership with Children's Fund (CF) in August 1985. CF is a private non-profit corporation whose purpose is to acquire goods and services for children at risk who cannot obtain them through existing public or private programs. Goods and services include beds, food, clothing, shelter and utility assistance, medical and dental needs, and self-development items. As a result of its partnership with the County of San Bernardino, the priority of CF is to serve children from birth to age 18 who are receiving services from DCS, the Department of Behavioral Health (DBH) and the Department of Public Health (DPH).

On July 29, 2003, the Board of Supervisors approved an employment contract with Laura Marie Vogt as an Executive Assistant/Administration for Children's Fund. In this position, Ms. Vogt's responsibilities included the preparation and submission of all grant reporting, maintaining accounting records, facilitating Board of Director and committee meetings, maintaining the database of donor records, and handling the administrative functions of the office including system design and maintenance for more efficient service delivery.

On January 27, 2004, the Board of Supervisors approved a new employment contract with Ms. Vogt as an Accounting/Financial Reporting Coordinator at the hourly rate of \$15.02 per hour plus benefits, effective February 7, 2004. The new contract was recommended by the Children's Fund, and approved by the Board, because the position filled by Ms. Vogt had assumed additional responsibilities related to the financial functions of the organization, such as monthly bookkeeping, accounts payable, bank deposits and reconciliation of bank statements, and completion of monthly financial reports.

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Unfortunately, it wasn't discovered until after the Board approved the item on January 27, 2004, that the Contract's "Compensation of Contractor" language reflected an incorrect Range and Step. The Board approved a rate of compensation of \$15.02 per hour plus benefits, but the Contract incorrectly set the rate of compensation at \$14.67 per hour plus benefits.

Approval of this item will correct the hourly rate of compensation from \$14.67 per hour to \$15.02 per hour plus benefits, effective February 7, 2004 as was originally intended when the Board approved the employment contract with Laura Marie Vogt, Accounting/Financial Reporting Coordinator for Children's Fund, on January 27, 2004.

**REVIEW AND APPROVAL BY OTHERS:** This contract has been reviewed by the Children's Fund Executive Board on September 10, 2003; HSS Contracts (Lori Ciabattini, Administrative Supervisor, (909) 388-0253) on February 11, 2004; County Counsel (Jean-Rene Basle, County Counsel, (909) 387-5447) on February 11, 2004; and Human Resources (Karen Resendez, Human Resources Officer, (909) 387-5741) on February 11, 2004. This item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst, (909) 388-0356) on February 11, 2004 and by HSS Finance (Kristin Letterman, Manager, (909) 388-0330) on January 14, 2004.

**FINANCIAL IMPACT:** The total annual cost of this contract is approximately \$40,614, including salary and benefits. The salary includes an hourly wage of \$15.02 for 2080 hours (\$31,242) and benefits calculated at 30% of the overall salary (\$9,372). These expenditures are 100% funded with local cost and funding for the position was included in HSS Administration FY 03/04 budget and will be included in the 04/05 budget.

**Cost Reduction Review:** The County Administrative Office has reviewed this agenda item and recommends approval in order to correct the employment contract to reflect the intended rate of compensation.

**SUPERVISORIAL:** All

**PRESENTER:** Carol L. Anselmi, Assistant County Administrator, Human Services System, (909) 383-0238

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